



Date: \_\_\_\_\_

Budgeted? ☐ Yes ☐ No If no, attach justification and get 10.0 & XO approval belowPriority: ☐ 1 (Mission Critical) ☐ 2 (Job Specific) ☐ 3 (Developmental)**1. IDENTIFICATION INFORMATION**

NAME:		CODE:
Rank/Grade:	Title/Position:	

**2. TRAINING REQUESTED** (Attach copy of announcement(s)/message(s) and **approved SF-182** if required)

Course Title:				
Date(s):	First Day	Last Day	Location:	Fee/Tuition (including books): \$
On IDP? <input type="checkbox"/> Y <input type="checkbox"/> N	If No, Justification:			

**3. PURPOSE OF TRAVEL** (Attach copy of announcement(s)/message(s).)

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**4. ARE YOU GOING ON LEAVE? (Y/N)****IF YES LIST DATES BELOW**

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**5. TRAVEL REQUESTED**

Date (mm/dd/yy)	Local Time		Place	BOQ/HOTEL (Y/N)	Rental Car (Y/N)	Are you self booking hotel or car (Y/N)
	NET	NLT				
	D					
	A					
	D					
	A					
	D					
	A					

**6. IF BOOKING HOTEL LIST INFO BELOW**

Hotel Name	Address	Rate per Night

Excess Baggage for tools Authorized: ☐ Yes ☐ NoExcess Baggage for a long TAD (two weeks or more) Authorized: ☐ Yes ☐ NoApproved: \_\_\_\_\_  
Department HeadApproved: \_\_\_\_\_  
Executive Officer (if not budgeted)\_\_\_\_\_  
Financial Manager (if not budgeted)

**ADMIN USE ONLY**

**Travel Package Contents**

- ☐ Orders Approved
- ☐ Itinerary
- ☐ BOQ Reservation, CONF # \_\_\_\_\_
- ☐ Ground Transportation Request
- ☐ IATP/APACS if required
- ☐ SF-182

**COMPTROLLER/ACCOUNTING INFORMATION FOR MANUAL ORDERS NOT IN DTS:**

**TRAVEL SDN:** N66021 \_\_\_\_\_ 10.1 INITIAL: \_\_\_\_\_

**TRAVEL ACCT DATA:**

AA17\_\_1804.4A\_\_A 210 66021 0 050120 2D 000000 19NP\_\_\_\_\_  
(WBS:BS-610000.6F\_\_ \_\_ \_\_)

PER DIEM \$ \_\_\_\_\_ / TRANSPORTATION \$ \_\_\_\_\_ / MISCELLANEOUS \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_